

REQUIREMENTS FOR
TEACHING INTERN CERTIFICATE
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

ALL REQUIREMENTS FOR THE TEACHING INTERN CERTIFICATE MUST BE MET. THE INTERN CERTIFICATE IS VALID FOR 1 YEAR AND MAY BE RENEWED, BUT MAY NOT BE RENEWED WITHOUT AN APPLICATION TO APPLY FOR THE EXTENSION OF THE CERTIFICATE. FEES ARE NOT REFUNDABLE.

➤ **TEACHING INTERN CERTIFICATE – YEAR ONE**

Requirements for the Teaching Intern Certificate – Year One are:

1. Completed *Teaching Intern Certificate* application for certification.
2. A valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety at (602) 223-2279.
3. Official transcripts documenting a Bachelor's or more advanced degree from an accredited institution of higher education.
4. Option A or B:
 - A. A passing score on the subject knowledge portion of the Arizona Educator Proficiency Assessment (AEPA).
 - B. Twenty-four (24) semester hours of coursework in the subject area (if a proficiency assessment is not offered in the subject area).
5. "Letter of intent to hire" or contract signed by the district superintendent indicating **grade-level** and **content assignment**.
6. Letter from the institution of higher education indicating:
 - A. Candidate is enrolled in a State Board of Education approved teacher preparation program that aligns to **grade-level** or **content assignment**; and
 - B. Candidate has been assigned a supervisor
7. Check or money order for \$60.00.

➤ **TEACHING INTERN CERTIFICATE – YEAR TWO**

THE TEACHING INTERN CERTIFICATE MAY BE RENEWED FOR 1 YEAR, BUT MAY NOT BE RENEWED WITHOUT AN APPLICATION FOR EXTENSION OF THE INTERN CERTIFICATE. THERE IS NO FEE FOR THE EXTENSION CERTIFICATE APPLICATION.

Requirements for the Teaching Intern Certificate – Year Two are:

1. Completed application for an *Extension of a Teaching Intern Certificate* for certification.
 2. A valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety at (602) 223-2279.
 3. Contract signed by the district superintendent indicating **grade-level** and **content assignment**.
 4. Letter from the institution of higher education (IHE) indicating:
 - A. The participant is making satisfactory progress in the State Board of Education approved teacher preparation program;
 - B. Completed 50% of program coursework; and
 - C. SEI coursework requirements have been completed.
 5. Official transcripts documenting program coursework.
- Candidate must plan to take the Professional Knowledge portion of the AEPA during the first part of the second year of the Teaching Intern Certificate term to ensure time for retakes, if needed. Check AEPA's website for testing information: www.aepa.nesinc.com
 - Upon successful completion of the State Board of Education approved teacher preparation program, the applicant will be issued an Institutional Recommendation by the IHE.
 - In order for a provisional teaching certificate to be issued, applicant must have completed 3 semester hours of Structured English Immersion as per State Board of Education rule R7-2-613 (J).
 - Candidate will need to switch from the Teaching Intern Certificate to a Provisional Teaching Certificate **PRIOR** to the expiration of the Teaching Intern Certificate.